Westminster College

Online Student Accounts

Management Information
Westminster College
Online Payments, Bill, and Payment Plans

Westminster College offers students the ability to fully manage their student accounts online through MyWC on the College website.

Steps to access your student account:
- Log in to My WC
- Finances
- My Student Account Balance

You will see the screen below, which provides access to student account payments, electronic billing statements, payment plans, and authorized user setup.

The following pages will outline the following:

- Student Account Payments
- Student Billing Statements
- Payment Plans
- Parent or Other Authorized User Setup
Student Account Payments

1. To make a payment on your account click on **Click here to make a payment**. Please note that all credit card payments will be subject to a 2.75% convenience fee.

2. Click on **Account Balance**.
3. Enter the amount of the payment you wish to make and click on **Add to Selected Items**.

![Image of Add to Selected Items](image1)

4. Check the payment amount to be sure this is correct. If not, the payment can be edited or deleted by clicking on the appropriate link. If the amount is correct, click **Checkout**.

![Image of Shopping Cart](image2)

5. You may pay using a credit card or electronic check (eCheck). Select the appropriate Method of Payment and **Continue Checkout**. If paying by credit card, go #6. If paying by electronic check (eCheck), skip to #7.

![Image of Select Method of Payment](image3)
6. If you selected payment by credit card, enter your credit card information including number, expiration date, cardholder name, address, and email address. **Please note that all credit card payments are subject to a 2.75% convenience fee.** The email address is needed so you can receive a receipt. You have the option to save this payment method for future use if you wish. The information will be encrypted and stored safely through our service provider CASHNet. Then Click Continue.

7. If you selected payment by electronic check, enter your checking account number. Select the appropriate Account Type. Enter the routing number, Account Holder Name, and email address. Then Click Continue and follow the same procedures as listed above for credit card payments.
8. A verification screen will appear. If the information is correct, click on **Submit Payment**. Please note that all credit card payments are subject to a 2.75% convenience fee.

![Screenshot of a payment verification screen](image)

9. A receipt will appear. At the bottom of the screen, you may enter another email address if you wish to have a receipt sent to another party. You may also print a receipt. When finished, you may sign out or return to your student account by clicking on the appropriate blue link in the screen header.

![Screenshot of a receipt](image)
Student Billing Statements

Westminster College issues student account billing statements electronically rather than by hard copy. All students who have balances due on their accounts will receive an email from the college notifying them that an electronic statement is available to be viewed. The email will provide a link to access the statement.

Statements will be listed in the Your Bills section of this page which will list all statements you have received.
Payment Plans

All charges are due on or before the first day of classes; however, a payment plan is offered for your convenience. To enroll in a payment plan:

1. Under Installment Payment Plans, click on the appropriate Payment Plan.

2. A Payment Plan requires five equal payments; July through November for the Fall term and December through April for the Spring term. The first field lists the total amount due for the term, followed by the total of payments for the life of the agreement including a $60 enrollment fee.
3. On the same screen, you will need to review the Terms and Conditions and accept them if you wish. Enter the last four digits of your social security number to validate your electronic signature and click Accept.

4. The following screen will appear. You will be required to pay the $60 enrollment fee. Use the payment instructions listed under Student Account Payments to complete your enrollment fee payment.
5. After you have completed your enrollment fee payment, the following screen will appear. You may elect to set up your installment payments to be processed automatically each month. If you choose this option, the payments will automatically be charged to your credit card or withdrawn from your checking account on the 20th of each month. An email reminder will be sent on the 15th of each month and the payments will be processed on the 20th. If you do not choose this option, you will still receive the reminder email and you will then need to process your payment each month. Click **Continue**.

6. A confirmation page will appear indicating that you have completed enrollment.
Parent or Other Authorized User Setup

Students may grant access to their student accounts to parents or other third parties. This will assign a user name and password to the third party and will allow the user to log in to the student account to view bills, make payments, and manage payment plans. To set up a third party to have access to your student account:

1. Click on **Add New** in the Parent PINs box.

2. The following screen will appear. As the screen notes, the third party will have access to student account issues only, not grades or other academic information. Enter the requested information. The third party will receive an email notifying them that you have granted them access and will provide their login information. The system will provide them with a link to their portal (which is different than yours) and a password. Using the information from the email, the third party will login and see the same account pages.